Tech Request Form Name or Employment New PC, Computer CLB Account Request or Host connection & Purchase office Relocation Disable Status Change Accessories, Software Printer networked equipment 1. Indicate the user's full 1. Indicate old full name to 1. Indicate the type of host 1. Indicate the requester's 1. Indicate all hardware to 1. Username & Password name and provide the the requested new full full name and provide be moved connection with 2. Internet & Intranet description of the item individual's full name to be the description of the 2. Indicate from old to 3. Lotus Notes Client or to be purchased 2. Indicate change of item to be purchased new location connected 2. For all software inotes account employment status if 3. If additional hardware. 2. Indicate the individual's 4. Add to the HE-(Bureau) installation, indicate the applicable Note: software, or connection computer name Lotus Notes E-mail name and version of the A. All request for new PC is required, indicate 3. If network to printer group software requested is requested, provide or accessories with cost clearly 5. If request is to disable Provide the computer. Email- attached request 4. If network to printer printer model to which over \$500 requires a account, indicate the full name, if PC exists, to to HE Tech Requests is requested, provide the PC is to be **Budget Justification to** name of the employee which the software is to be created printer model to which networked. 6. If the requested account be installed 4. If an individual's e-mail the PC is to be is for non-permanent is to be added the the econnected employees, please have Note: mail list of a printer. the individual read, sign A. All request for new PC provide the individual's full Complete the Budget and return the computer or accessories with cost E-mail & attach the request name Justification Form & technology systems over \$500 requires a form to HE Tech Requests security policy Budget Justification to statement be created 7. Fax signed policy back to 562-499-1065 E-mail & attach the request form to HE Tech Requests Submit & Request for Complete the Budget **Budget Approval from** Note: Justification Form A. If PC is shared – inotes David Honey and the will be created. **Budget Management** B. If PC is assigned -Officer indicate request for Lotus Notes Client Submit & Request for Budget Approval from David Honey and the **Budget Management** Attach both tech request Officer form and budget E-mail & attach the request justification with two form to HE Tech Requests approval to HE Tech Requests Attach both tech request form and budget justification with two approval to HE E-mail & attach the request **Tech Requests** forms to HE Tech Requests E-mail & attach the request

forms to HE Tech Requests